



SUBMITTAL CHECKLIST FOR WALLS/FENCES AND POOLS

One-Week-Review Permit

This checklist should be reviewed together with a Planner at the Permit Center and must be submitted with the application.

MINIMUM REQUIREMENTS: TWO (2) sets of the submittal materials

BUILDING PERMIT APPLICATION

SITE PLAN

General Information for walls/fences or pools:

- a) Applicant's name, address & phone number.
- b) Project Site Address.
- c) North arrow & drawing scale.
- d) Property Lines.
- e) Internal & external rights-of-way.
- f) Existing structures and their uses labeled.
- g) Yard dimensions.
- h) Topography when applicable.

Additional information for walls/fences:

- a) Location of proposed and existing wall/fence. Label setbacks to structures and property lines.
- b) Length and height of wall/fence sections. Include location and spacing of any gates and/or columns.

Additional information for pools:

- a) The garage, garage door, back-up radius and driveway.
- b) Location of pool and mechanical equipment. Label setbacks to structures and property lines.
- c) Identify how mechanical equipment will be screened to street.

TREES *(for walls/fences or pools)*

- a) Note any trees on site plan that are 4" or more in diameter, their species and their diameter whose drip-line intersects the proposed wall or pool, including trees on adjacent properties.
- b) Note if any of the trees will be impacted or removed by constructing the wall/fence or pool. If any of the trees are protected under the City's Tree Protection Ordinance, a Tree Protection Plan and/or Tree Removal Permit will be required.
- c) If no trees will be impacted or removed, write "no trees will be impacted or removed by constructing the proposed wall/fence or pool" on the site plan.

ELEVATION/SECTION *(for walls/fences only)*

- a) Height of proposed walls/fences.
- b) Existing and finished grade.
- c) Grade on both sides of the wall/fence.
- d) Percentage of the wall/fence that will remain open (if located within the front yard setback).
- e) Materials, finish, colors, lighting and any decorative features of the wall/fence.

PHOTOS *(for walls and/or pools)*

- a) Minimum of four (4) photos (varied angles) of the project site showing walls/fences, trees, and existing structures. Indicate on the sewer map the direction from which each photo is taken.

Rev:10/17/06